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DD/S 57-1836

JUN 20 1957

MEMORANDUM FOR: Assistant Executive Officer,
Office of the Deputy Director (Plans)

SUBJECT : Extension of DD/P Document Locator System

REFERENCE : Memo dtd 17 May 57 to ADD/S fr Asst EO-DD/P, same subject

1. It is regretted that we have not been able to give you a decision sooner on the proposal to extend the Document Locator System to appropriate DD/S elements. The Management Staff is winding up its study on this proposal and as soon as it is completed we will forward it to you. In the meantime, we are prepared to proceed with the extension of the Locator System to DD/S elements, and the Management Staff has been requested to develop necessary procedures to effect such extension.

2. In the course of their study of the Document Locator System the Management Staff developed the following five suggestions which we believe should be adopted to strengthen and improve the System:

a. Recognize that the Dennison Ticket System is now the accepted Document Locator System and abandon such procedures as were retained as a safeguard, even though duplicated; for example, manual posting in HI Receipts and Delivery Section of outgoing controlled documents which is done in addition to detaching Dennison Tickets.

b. Educate more people, particularly DD/P Support people, to the advantages and necessity of the Document Locator System.

c. Take immediate steps to build into the System an effective discipline which will assure necessary compliance with the rule that Dennison Tickets must be detached.

d. Extend the mail locator points to include desk units, even without courier service, so that Dennison Tickets will be pulled at points closer to the location of the documents.

e. Reorganize the messenger service to provide forward sorting, possibly by using some type of portable sorter en route to expedite delivery service and eliminate extra handling of the mail.

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3. I have asked the Management Staff to work closely with your representatives in developing the necessary procedures to extend the Dennison Ticket System to DD/S elements. If I can be of any further assistance in this matter, please let me know.

(signed) H. Gates Lloyd

H. GATES LLOYD
Assistant Deputy Director
(Support)

25X1A9a MgtS/JK [redacted]
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Orig & 1 cc - addressee
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